

**BOARD OF SELECTMEN MEETING
MONDAY, JANUARY 5, 2015
6:30PM AT TOWN OFFICE BUILDING
240 SPRINGFIELD STREET, WILBRAHAM, MA
MINUTES**

PRESENT: Chairman Robert W. Russell (presiding); Selectmen Robert J. Boilard and Susan C. Bunnell, Interim Town Administrator Thomas Sullivan, and Candace Ouillette Gaumond, Administrative Assistant to the TA/BOS.

EXECUTIVE SESSION

To Discuss Strategy With Respect To Collective Bargaining

Chairman Russell opened the meeting. He then announced that the Board was going into executive session and would return to open session upon conclusion.

MOTION: Made (Boilard) and seconded (Bunnell) to go into executive session to discuss strategy with respect to collective bargaining; whereas an open meeting may have a detrimental effect on the Town's bargaining position; and upon conclusion of the discussion, the board will return to open session. The motion was approved with each Selectman voting affirmatively in a roll call vote. (Russell, yes; Boilard, yes, and Bunnell, yes.) Approved 3-0.

PLEDGE OF ALLEGIANCE

The Board of Selectmen returned from executive session at 7:30pm. Chairman Russell welcomed the audience in attendance and apologized for starting the open session late. He asked all to join him in saying the Pledge of Allegiance.

APPOINTMENTS WITH THE BOARD

Awarding IFB - Professional Quality Printing Services to Provide Hard Cover Wilbraham History Book – 250th Anniversary Committee

Patti Diotalevi, Co-Chair of the 250th Anniversary Committee, informed the Selectmen that there were three publishers who bid on the Invitation for Bid (IFB): Professional Quality Printing Services to Provide a Hard Cover Wilbraham History Book. However, one publisher was eliminated for submitting the bid past the IFB deadline.

According to Ms. Diotalevi, the 250th Anniversary Committee evaluated the bids and voted on recommending Latka Communications from Westfield. The Committee chose Latka Communications, not solely because the bidder submitted the lowest price but, because the Printers are very good at what they do. She mentioned that the Committee's consultant, Joan Paris, on this project agreed with the Committee's recommendation of Latka Communications. Ms. Diotalevi assured the Selectmen that the History Book will be absolutely wonderful; and the Board will be proud of the outcome. She shared that Ms. Paris has done a great job editing the book. Chairman Russell mentioned that the publisher is local and is from Westfield. Ms. Diotalevi informed that Wilbraham Public Library will purchase the History Books and sell it at the Library. The monies raised from the History Book sales will go towards funding renovations at the Library. Chairman Russell asked if there were any questions. No questions were offered. Chairman Russell told the audience that the money to fund this project was raised by the 250th Anniversary Committee. Ms. Diotalevi confirmed that statement, too.

MOTION: Made (Boilard) and seconded (Bunnell) to award the bid for purchase of professional quality printing services to format, typeset, and layout a hard cover Wilbraham History Book to Latka Communications of Westfield, Massachusetts, in the amount of \$26,998.00; and authorize the Co-Chairmen of the 250th Anniversary Committee to sign and process all necessary documents. Approved 3-0.

Materials Referenced: Bid Opening Worksheet; Proposer Rating Sheets; Invitation for Bid: Professional Quality Printing Services to Provide Hard Cover Wilbraham History Book; Latka Communications Bid Proposal and George H. Dean Company Bid Proposal.

Establishment of the Wilbraham Public Library Renovations Implementation Committee – Karen Demers, Library Director

- Charge of the Committee

Karen Demers, Director of the Wilbraham Public Library, joined the Selectmen for this discussion. She informed the Selectmen that in 2008, the Board of Selectmen appointed six individuals to the Wilbraham Public Library Renovations Implementation Committee. However, the Committee members' terms expired in 2013; and the renovations were not completed. She explained why this occurred. According to Director Demers, the Library's Board of Trustees decided to refresh the Committee by recommending new members to the Committee to plan the Library's new renovation stages. Director Demers stated that Capital Planning Committee has already granted monies for the next phase of the Library renovations. Director Demers explained the next phase of renovations. She then shared that the Trustees have recommended a charge and members, who are willing to serve, for the Committee. Chairman Russell asked if the recommended appointees have been asked to serve and agreed. Director Demers stated yes. Discussion commenced about the Committee members' term to be an appointment for five years. The Selectmen agreed that the term of the Committee members should be five years.

MOTION: Made (Boilard) and seconded (Bunnell) to approve the Wilbraham Public Library Renovations Implementation Committee's Charge as follows:

The Wilbraham Public Library Renovations Implementation Committee will have the task of meeting with the library's chosen architect, reviewing options for interior design elements and other building materials and systems, and presenting recommendations for approval by the Board of Library Trustees.

Approved 3-0.

- Appointment of Members

The Board of Selectmen made a motion to appoint members to the Committee.

MOTION: Made (Boilard) and seconded (Bunnell) to appoint the following people to the Wilbraham Public Library Renovations Implementation Committee for a term of five years, expiring on June 30, 2020:

**Karen Demers
Raymond Burk
James Jurgens
Ronald Rauscher
Paul Huijing
Holly Murray
Corrine Sawyer**

Approved 3-0.

Materials Referenced: Letter from K. Demers, Library Director, and J. Jurgens, Chair of the Library Board of Trustees, dated December 16, 2014, regarding the Wilbraham Public Library Renovations Implementation Committee.

Candidate Interview for the Capital Planning Committee – Paul Kukulaka

This agenda item was tabled because Mr. Kukulaka was not present.

MOTION: Made (Boilard) and seconded (Bunnell) to appoint Paul Kukulaka to the Capital Planning Committee for a three-year term, expiring on June 30, 2017. **Approved 3-0.**

Materials Referenced: Citizen Reply Form received December 16, 2015, from P. Kukulaka.

MSBA Accelerated Repair Program & Middle School Task Force – HWRSD School Cmte.
Chairman Marc Ducey & Superintendent of Schools, Martin O'Shea

Hampden-Wilbraham Regional School District (HWRSD) Superintendent of Schools Martin O'Shea and Marc Ducey, Chairman of the HWRSD School Committee, joined the Selectmen at the front of the room. Chairman Russell asked for information as to what is the status of the Massachusetts School Building Authority (MSBA) Accelerated Repair Program. Chairman Ducey explained that the School District has been in touch with the MSBA and received word that the MSBA would reconsider the window and door replacement project at Soule Road

Elementary School. As a result, and according to Chairman Ducey, the School District would like to move ahead with the Soule Road Elementary School window and door replacement project. He mentioned that the MSBA expressed that Wilbraham Middle School roof repair project was not a good fit for the accelerated repair program.

Chairman Ducey announced that the School District has a tight deadline to get the project on the Town warrant for May and on the ballot for Town Election. He informed that at the last School Committee meeting, the Committee chose to move forward with the feasibility study and design phase of the project so as to get this stage of the project done in sufficient time. He noted that if the project does not get approved at Town Meeting or Election, the feasibility study and design can be halted. However, the study will still be useable at a later time.

Superintendent O'Shea informed that the feasibility study needs to be completed in February and submitted to the MSBA in time for their March board meeting. Selectman Boilard asked if the study was completed the first time the HWRSD sought to have this project accepted into the MSBA Accelerated Repair Program. Superintendent O'Shea stated that the study was started but stopped when the project failed at the last Town Election. Discussion ensued about the poor communication to the Wilbraham voters prior to the last Town Election regarding the importance of this project and its benefit of savings to the Town. The group then discussed the cost figures for the project and the benefit of having the feasibility study and schematics completed by March. Further discussion ensued about needing to seek a bond anticipation to authorize the debt for the full amount of the project as pointed out by Interim Town Administrator Sullivan. Selectman Bunnell inquired as to how reimbursement from the state would work. Superintendent O'Shea stated that the state will reimburse as receipts are submitted. Chairman Ducey stated that the HWRSD is bringing this project forward to the Selectmen again because of the potential of reimbursement from the state.

The discussion turned to the topic of the Middle School Task Force. Chairman Ducey mentioned that the Middle School Task Force met with the School Committee and suggested that it would be appropriate for the District to pursue one middle school model. He expressed that this idea is in the concept phase right now. However, if this moves ahead, the Town may need to have a Special Town Meeting this coming fall to change the HWRSD regional agreement. It was noted that the May Town Meeting would be too soon. Chairman Ducey mentioned to the Selectmen that he was informing them now so that it is not surprise and so the Town could budget for it.

Chairman Russell asked what the charge of the Middle School Task Force is. Chairman Ducey stated that the Task Force is looking at the middle school model and evaluating if the HWRSD is on the right path or if the District can do a better job, more effectively. According to Chairman Ducey, the Middle School Task Force is evaluating this with in mind the District's declining enrollment. The Task Force has a lot of questions to answer. Discussion ensued about the District moving towards a one middle school model for fall of 2016; and if the timeline or approach would be feasible and cost effective. The School District Administration is evaluating this approach and will bring information back to the Task Force to review.

Selectman Boilard asked if the Task Force and School District is looking at population twenty years down the road when considering this approach. Superintendent O'Shea answered that the Task Force and Administration has population projections up to 2020. The population could go ten percent plus or minus off the figure determined for 2020; whereas, the enrollment trends are not shifting dramatically. However, Superintendent O'Shea stated that beyond ten years the variables are different. Discussion about the demographic shift commenced among the group. Before concluding the discussion, Selectman Bunnell informed that she wanted to make sure that the Town Clerk's budget would be sufficient to fund a Special Town Meeting.

OPEN SESSION

Town Administrator's Report

Interim Town Administrator Sullivan reported that Town Counsel and he are working on the YMCA lease and school lease. A meeting to discuss the Regional School Agreement will be set up soon. He mentioned that one of the Selectmen should attend the meeting. It was agreed that Chairman Russell will attend.

He also mentioned that the Town's Municipal Light Plant has a customer, Access Plus; however, there is no contract as of yet. The Town is currently having Special Counsel draft up the contract.

Interim Town Administrator Sullivan informed that the Police Station Building Feasibility Study Committee narrowed down the preferred site location to 2780 Boston Road. The recommendation on this location will be dependent on appraisals and site work. He mentioned that this was the least expensive parcel.

Board of Selectmen Updates

Selectman Bunnell shared that she will be attending the Massachusetts Municipal Meeting on January 23 and 24, 2015. She will update the Selectmen about the conference after those dates.

Citizens Open Forum

Chairman Russell opened the Citizen Open Forum up to the audience. Wallace Perkins, resident, spoke up and requested guidance to resolve a neighbor issue. He informed that his neighbor is running a landscaping business on Monson Road, which is creating noise. He also noted that there is a smoke issue coming from a sugar shack across the street. Mr. Perkins shared with the Selectmen the history of the issue relative to the landscaping business. He noted that the Town directed that there be conditions to the landscaping business, such as storing equipment in the garage and no outdoor maintenance. Mr. Perkins reports that there is now an abundance of equipment, such as multiple tractors, trucks, trailers and mowers. Mr. Perkins mentioned that he complained to the Building Inspector about the smoke issues from the sugar shack. He expressed to the Selectmen that he did not feel the Building Department is working with him. He mentioned that the Building Inspector claims that there is a building permit. Mr. Perkins stated that he and his wife are fed up with the situation. He mentioned that Administrative Assistant Gaumond has been helpful. Mr. Perkins made a reference that the neighbor is filing an amendment to his permit. Mr. Perkins informed that his neighbor does not have a permit to operate his business. Administrative Assistant Gaumond confirmed that no documents can be found to confirm that there is a permit with the exception that there was an application filed and a Zoning Board of Appeals' hearing scheduled for the application. Mr. Perkins is asking for assistance to get this problem resolved. He again proclaimed that the noise is loud. He also mentioned that the neighbor has an assembly of wood splitters on his front lawn and is selling cut fire wood. He claimed that this is not the type thing to do in a neighborhood. Selectman Boilard asked for clarification that the business owner is filing appeal. Selectman Boilard suggested that Building Inspector Trevallion summarize what occurred and produce a permit.

Mr. Perkins informed that the Sugar Shack is a serious problem due to the smoke. Administrative Assistant Gaumond mentioned that both the Building Inspector and Health Inspector have been out to the property several times relative to the smoke and sugar shack issues. She noted that both Inspectors concluded that there is no health issue with the smoke and that the sugar shack does not require a permit. She provided a brief history of the Town's action relative to the sugar shack. She then asked Mr. Perkins if the smoke was an issue again because it was her understanding that this matter had been resolved. Mr. Perkins stated that his neighbor has no permit for the boiler. Administrative Assistant Gaumond's understood from the Inspectors that no permit was required because the sugar shack was on agricultural land. She offered to inform the Building and Health Inspectors about the new issue Mr. Perkins was raising with the sugar shack. Chairman Russell informed Mr. Perkins that this matter would be looked into. Mr. Perkins thanked the Selectmen for their time.

David Sanders, resident, asked for a status update on the Town Administrator search. Interim Town Administrator Sullivan reported that the Town Administrator Search Committee has an executive session meeting scheduled for Wednesday where the group will review a number of applicants and select applicants to be interviewed. He informed that the Committee would like to present four or five candidates to the Board of Selectmen.

Mr. Sanders then asked about the status of the proposed solar farm. Interim Town Administrator Sullivan responded that the Town is waiting for information from the Massachusetts Department of Revenue. Selectman Boilard stated that the Town is working through some contractual issues.

Mr. Sanders then asked about the status of the By-law Review Committee. The Board responded that there were candidates to still interview which was delayed due to the holidays.

Mr. Sanders asked when John Pearsall, Director of Planning and Community Development, would be attending the Board of Selectmen's meeting to discuss the Open Space and Recreation Plan. Interim Town Administrator Sullivan stated that the changes made to the Plan at the request of the state were not substantial. It merely is a "copy and paste" into the main document. Selectman Boilard expressed his concern about "copy and paste." It is

Selectman Boilard's opinion that the Plan was changed and required review again. However, he acknowledged that others' assessed the situation differently. Interim Town Administrator Sullivan again commented that the changes were not substantial. Selectman Boilard stated that anytime a document is changed, it should be reviewed. Selectman Bunnell expressed her understanding of the status of the Plan. Selectman Boilard mentioned that the Conservation Commission did not weigh in on the Plan.

OLD BUSINESS

Request to Upgrade the Administrative Clerk Position in the Parks and Recreation Department

Chairman Russell asked if there were any questions. None were offered.

MOTION: Made (Boilard) and seconded (Bunnell) to have the Recreation Department's Administrative Clerk position move from a grade 5 to a grade 6, with further review of the job description, effective January 12, 2015. Approved 3-0.

Materials Referenced: Memo, dated December 31, 2014, from H. Dane, Human Resource Coordinator, regarding Local 98 Collective Bargaining: Admin. Clerk Recreation Position Review, and accompanying documents.

NEW BUSINESS

111F Indemnification

Chairman Russell asked if there were any questions relative to this matter. None were offered.

MOTION: Made (Boilard) and seconded (Bunnell) to indemnify Officer David Diogo for 16 hours lost on November 7 and 8, 2014, due to his injury-on-duty of November 4, 2014, and to indemnify Officer John Siniscalchi for 416 hours lost between October 10 and December 30, 2014, due to his injury-on-duty of May 14, 2014, in accordance with MGL Chapter 41 Section 111F. Approved 3-0.

Materials Referenced: Memo, December 30, 2014, from Chief R. Tucker, Wilbraham Police Department, regarding C41 111F Injured on Duty Leave Request – Ptl. J. Siniscalchi; and Memo, December 30, 2014, from Chief R. Tucker, Wilbraham Police Department, regarding C41 111F Injured on Duty Leave Request – Ptl. D. Diogo.

Approval of Minimum Wage Standard

Herta Dane, Human Resource Coordinator, reported to the Board of Selectmen that the minimum wage increased this January in Massachusetts. It is also scheduled to go up next January and the following January after that. Coordinator Dane informed that the Town has utilized the Massachusetts minimum wage standard in setting wages for some time. However, there was no formal vote to establish the minimum wage standard to Massachusetts. While it is assumed that Massachusetts employees must follow the Massachusetts minimum wage standard, this practice does not apply to municipal employees. According to Coordinator Dane, the Board of Selectmen can decide to set the minimum wage standard at the Massachusetts or Federal standards. Whereas the Massachusetts minimum wage standard is scheduled to increase over the next three years, the Board can consider setting the minimum wage standard at the Federal level. Coordinator Dane explained how the increase in the Massachusetts minimum wage would affect the Town. She pointed out that if the Board decides to go to the Federal minimum wage standard, no employee would lose money. Interim Town Administrator Sullivan reiterated what Coordinator Dane stated that the Town has never made a choice as to set the wages at Massachusetts or Federal minimum wage standards.

Coordinator Dane stated that the only employees currently at the minimum wage rate are the Recreation Department's seasonal employees. Chairman Russell asked if this would affect anyone. Coordinator Dane informed that employees would remain at their current rate. Selectman Bunnell asked what the financial implications would be. Coordinator Dane referenced the affect that this would have on seasonal employees that average about fifty employees per season. The Board of Selectmen discussed setting the minimum wage pay rate at \$9.00. The group further discussed the implications the Town would face in the future with the Massachusetts minimum wage standard. The matter was tabled.

Materials Referenced: Memo, December 23, 2014, from H. Dane, Human Resource Coordinator, relative to Federal and Massachusetts Minimum Wage.

Appointment of a Representative to the Local Community Mitigation Advisory Committee

Chairman Russell informed the audience that the Massachusetts Gaming Commission established a Local Community Mitigation Advisory Committee. He explained what the Committee's role would be. Chairman Russell informed that Director Pearsall agreed to serve on the Committee as the Town of Wilbraham's representative. The group discussed the term of the appointment.

MOTION: Made (Boilard) and seconded (Bunnell) to appoint John Pearsall as the Town of Wilbraham's representative on the state's Local Community Mitigation Advisory Committee for a term expiring on June 30, 2015. Approved 3-0.

Materials Referenced: Letter to Town Administrator, December 12, 2014, from Stephen Crosby, Chairman, Massachusetts Gaming Commission relative to the Local Community Mitigation Advisory Committee, and accompanying documents.

LICENSING AND OTHER APPROVALS

Annual Food Establishment Permit: Caterer -- Johnsen's, Inc. d/b/a Johnsens Catering

Chairman Russell asked if there were any questions. None were offered.

MOTION: Made (Boilard) and seconded (Bunnell) to approve an annual food establishment permit for Johnsen's, Inc. d/b/a Johnsens Catering, located at 5 Woodland Dell Road, Wilbraham, Massachusetts, to prepare food and caterer. Approved 3-0.

Materials Referenced: Annual Food Establishment Permit Application, received December 16, 2014, submitted by Johnsen's, Inc. dba Johnsons Catering and related documents.

Annual Food Establishment Permit -- Humed Enterprises d/b/a Des Pizza & More (2803 Boston Road)

Administrative Assistant Gaumond mentioned that this is a new business requesting a license housed in a business location where the property was previously noted as being delinquent in taxes. She wanted to make sure that the Board was aware of this matter. Interim Town Administrator Sullivan provided suggestions to the Board. The Board decided to issue the license and not hold the business owner responsible for the property owners' delinquency.

MOTION: Made (Boilard) and seconded (Bunnell) to approve an annual food establishment permit for Humed Enterprises d/b/a Des Pizza & More, located at 2803 Boston Road, Wilbraham, Massachusetts, to prepare and serve food. Approved 3-0.

Materials Referenced: Annual Food Establishment Permit Application, received December 30, 2014, submitted by Humed Enterprises dba Des Pizza and related documents.

Request to Place a Sign at Gazebo Park -- Monson Arts Council

Peter Barnet, President of the Monson Arts Council and Chairman of the Committee that coordinates the Western Massachusetts Performs Talent Show, explained to the Selectmen that the event raises monies to donate to the students graduating from high school. He reminded the Selectmen that the Board approved his request last year with certain restrictions. He is requesting to put up a sign again this year at Gazebo Park promoting the Talent Show. He explained the logistics of placing and removing the sign. Chairman Russell asked if there were any questions. The Selectmen offered no questions. Mr. Barnet asked if he had to return next year to the Board's meeting to request the signage again. Chairman Russell informed Mr. Barnet that he may want to attend; whereas, approving his request is an exception to the rule. He added that the Board would let him know.

MOTION: Made (Boilard) and seconded (Bunnell) to approve the placement of a sign at Gazebo Park located on Main Street, to be installed on March 1, 2015, and removed by March 22, 2015, after the Monson Arts Council's event Western Mass Performs Talent Show has concluded. Approved 3-0.

Materials Referenced: Application to Request to Place a Banner or Signage on Town Property, received December 22, 2014, submitted by Peter Barnett, Chairman of the Committee that presents Western Massachusetts Performs Talent Show; and accompanying photos of the sign.

MINUTES OF MEETINGS

November 10, 2014

November 24, 2014

November 24, 2014 Executive Session

December 1, 2014

December 1, 2014 Executive Session


December 15, 2014

Chairman Russell asked if there were any corrections or additions. None were offered.

MOTION: Made (Boilard) and seconded (Bunnell) to approve the amended minutes of November 10, 2014 and December 15, 2014, and the executive session minutes of November 24, 2014 and December 1, 2014 as submitted. Approved 3-0.

Materials Referenced: Draft minutes of November 10, 2014 and December 15, 2015; draft executive session minutes of November 24, 2014 and December 1, 2014 as submitted by C. O. Gaumont, Administrative Assistant to the Town Administrator/Board of Selectmen.

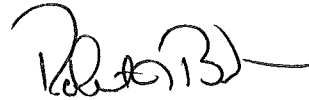
Having no further business, the meeting was adjourned at 8:49pm.



Candace Ouillette Gaumont
Administrative Assistant to the TA/BOS



Robert W. Russell, Chairman



Robert J. Boilard, Vice Chairman



Susan C. Bunnell, Clerk